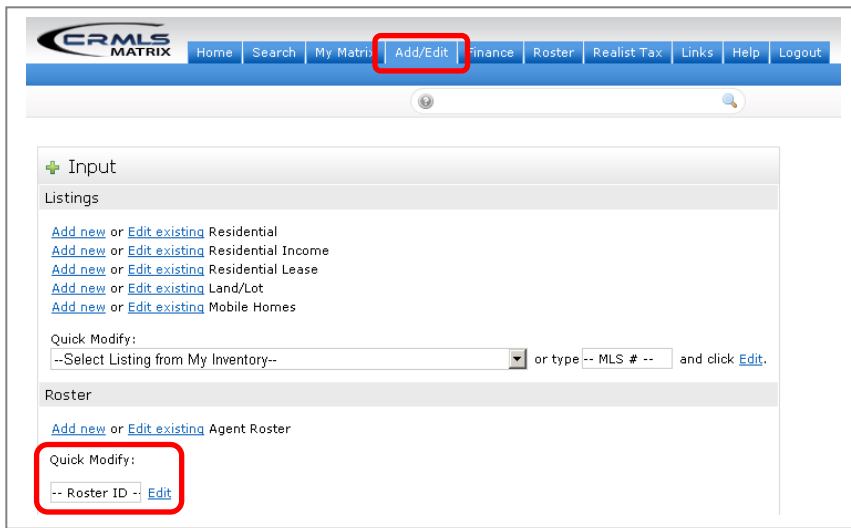


Your contact information is one of the most valuable pieces of information you can provide to CRMLS members. The CRMLS Matrix Platform uses this information and displays it on reports and displays. Follow the steps below to update view and update your contact information.

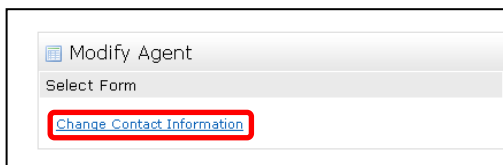
**Step 1:** Click the **Add/Edit** tab in the CRMLS Matrix Platform.



The screenshot shows the CRMLS Matrix Platform navigation menu. The 'Add/Edit' tab is highlighted with a red box. Below the menu, there are sections for 'Input' and 'Roster'. The 'Input' section has a 'Quick Modify' dropdown menu with the option '--Select Listing from My Inventory--' and a text input field for 'MLS #'. The 'Roster' section has a 'Quick Modify' dropdown menu with the option '-- Roster ID --' and an 'Edit' button, both highlighted with a red box.

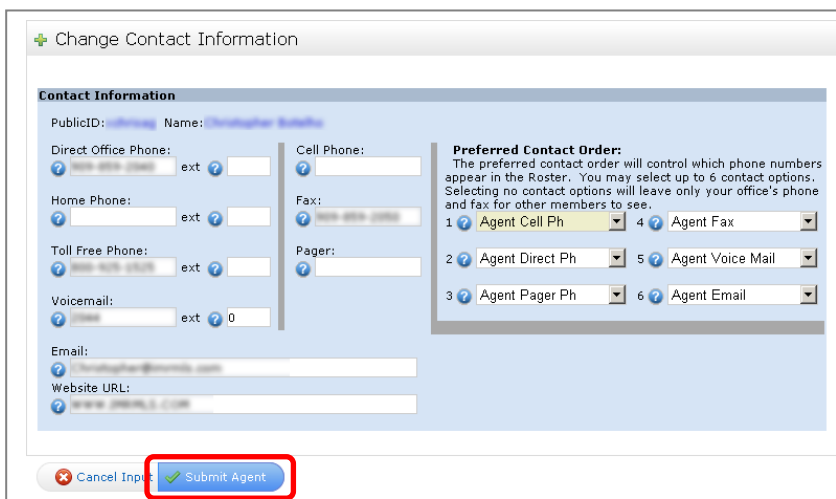
**Step 2:** Type your User ID in the Quick Modify text box in the Roster section and click **Edit**.

**Step 3:** Click **Change Contact Information**.



The screenshot shows the 'Modify Agent' form. The 'Change Contact Information' link is highlighted with a red box.

**Step 4:** When you see the Change Contact Information page, verify your contact information and update your Telephone Numbers, Email Address, Website, and your Preferred Contact Order if necessary. When you're done, click **Submit Agent** to save your changes.



The screenshot shows the 'Change Contact Information' form. The form has several sections: 'Contact Information' with fields for PublicID, Name, Direct Office Phone, Home Phone, Toll Free Phone, Voicemail, Email, and Website URL; 'Cell Phone', 'Fax', and 'Pager' fields; and a 'Preferred Contact Order' section with six dropdown menus. The 'Submit Agent' button is highlighted with a red box.